

JOB OPPORTUNITY

NOW HIRING



California State Auditor

Bureau of State Audits

EXECUTIVE SECRETARY II

RETIRED ANNUITANT

(40 hours per week / January 18, 2010 to September 30, 2010)
1245/CD50

SALARY RANGE: \$3,288 - \$3,996

DUTIES: Under the general direction of a Staff Services Manager I or senior audit staff, the Executive Secretary II assists in a variety of administrative tasks related to the process for selecting commissioners for the Citizens Redistricting Commission as required by Voters FIRST Act. The tasks are directly related to the functions of the Applicant Review Panel (panel) as defined and described in the Act and in regulation. Duties include, but are not limited to:

- Responding to telephone and electronic mail inquiries regarding the application process, as the first point of contact.
- Coordinating and attending frequent meetings, taking meeting minutes, transcribing and distributing minutes.
- At the direction of the panel, coordinating with the Bureau of State Audit's (bureau) Chief Legal Counsel and staff if additional assistance is necessary.
- Organizing and maintaining comprehensive correspondence binders and/or files related to applications and the application process.
- Responding to inquiries, including requests for information under the Public Records Act, by telephone, e-mail, mail, and facsimile, maintaining a contact and distribution log and using group e-mail lists to correspond with applicants.
- Complying with the Bagley-Keene Open Meetings Act, scheduling panel hearings including, but not limited to, all of the following: coordinating with the panel's legal staff to ensure their presence at all hearings; arranging special accommodations when necessary; attending hearings; ensuring facility set-up and equipment is conducive to the team and the applicants; and, arranging for the payment of services associated with the panel's process.
- Handling and distributing written comments, statements, and letters of recommendation from e-mail, Web site, mail, or facsimile; maintaining binders and/or files of the documents received; and, redacting and scanning documents regarding individual applicants into linked files to the specific applicants.
- Scheduling the interviews for approximately 120 applicants, making travel arrangements, and, preparing travel-related documents for reimbursement.
- Making travel arrangements and preparing travel-related documents for the ARP and the ARP staff.
- Assisting the ARP and ARP staff in creating and maintaining timelines.

DESIRABLE QUALIFICATIONS:

- Strong organizational and communication skills.
- Ability to work independently and in a team environment.
- Ability to handle multiple tasks and prioritize work.
- Possess excellent attendance and punctuality record. (Must be dependable and reliable.)
- Knowledge of Windows-based Microsoft Word, Excel, Access and PowerPoint.
- Ability to communicate and work effectively with all levels of the organization, legislative staff, and the public.
- Ability to work with priorities/deadlines that are subject to frequent change and ability to work under pressure.
- Ability to maintain confidentiality, exercise sound judgment and discretion, and maintain a professional demeanor with both colleagues and members of the public.
- Possession of all 960 hours of eligibility for FY 09/10.

DURATIONS OF POSITION: Under no circumstances shall the position exceed statutory limits of 960 hours in a fiscal year.

TO APPLY, please send completed state application (std. 678) to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

FINAL FILING DATE: UNTIL FILLED

SELECTION PROCESS: All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audit employees are excluded from collective bargaining.

**EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN,
ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION**

**IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH
THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.**